

Child Care Counts: COVID-19 Response and Relief Payment Programs Application Guide

JUNE 2021



Wisconsin Department of
Children and Families

Table of Contents

About this Guide	2
How to Submit an Application	4
Payment Summary Page	5
APPLYING FOR PAYMENT PROGRAM A	8
Providing Safe, Healthy, And High-Quality Child Care Opportunities	
APPLYING FOR PAYMENT PROGRAM B	21
Funding Staff Recruitment And Retention Efforts	
APPENDIX.....	35

About This Guide

This guide details how providers will use DCF's Provider Portal to apply for the **Child Care Counts: COVID-19 Response and Relief Payment Program** during the application period **06/01/2021 – 06/11/2021**

Please review all payment program details, eligibility requirements, and terms and conditions on our [webpage](#) before submitting your application.

The Payment Program application is available in the [Child Care Provider Portal](#) system. Information about [applying for access can be found here](#). If you need help gaining access to the Child Care Provider Portal, please email DCFPLICBECRCBU@wisconsin.gov.

If you are unable to access the [Provider Portal](#), or choose not to, you can contact the Payment Program Call Center for assistance filling out your application over the phone.

System note: the Child Care Provider Portal will time out after **20 minutes of inactivity**, which will force users to log back in.

IMPORTANT NOTICE

Child Care Counts programs are time-limited programs designed to provide assistance to child care providers in response to the COVID-19 public health emergency. **They are not grants** as that term is defined in 45 CFR72 and related federal regulations, and the use of the word "grant" is incidental.



Child Care Counts Call Center

If you need any assistance, please send an email to:
DCFDECECOVID19CCPayments@wisconsin.gov.

If you are unable to email, you may call and leave your detailed questions at: 608-535-3650.

Please note – email is recommended for a faster response.

How to Submit an Application

1. Login Screen

Go to <https://mywchildcareproviders.wisconsin.gov/>

Type your **User ID** and **Password** into the appropriate fields. Click the **Login** button to continue.



IMPORTANT NOTE: Update Your Open Slots Before beginning your application, please review the open slots that you have available, including slots for age ranges and total available slots. This will ensure that your center's available openings display accurately in the [Available Child Care Map](#).

Click **Save** when your slot information is updated.

How to Submit an Application

The screenshot shows the 'Child Care Provider Portal' with a user named 'Laura' logged in. The page title is 'COVID-19 Emergency Information'. Below the title is a paragraph of text: 'Due to the COVID-19 pandemic, please complete the following and keep it up-to-date so that DCF and its partners c workers and others performing critical functions fill urgent child care needs. Press "Save" once you have completed updating the information.' The form contains several fields: 'Address' (123 Licensed Street, Mke, WI 45454-5455), a question 'Are you able to provide care for children with disabilities?' with 'Yes' selected, and four input fields for open slots: 'For children under 2 years?' (2), 'For 2 and 3 year-olds?' (3), 'For 4 and 5 year-olds?' (3), and 'For 6 year-olds and older?' (3). Below these is a 'Total available slots' field (11) and a 'Last updated on' field (05/25/2021 11:15 AM). A 'Save' button is at the bottom of the form. A red box highlights the 'COVID-19 Payments' button, which has a dollar sign icon and an 'Apply Now' label. A red circle with the number '2' is placed over this button. A red arrow points from the button to the top-right corner of the page. The page footer includes a 'Home' section with buttons for 'Financial', 'Facility Details', 'Communications', 'Manage facility', and 'Individuals', and a navigation bar with links for 'About DCF', 'Public Meetings', 'Careers', 'Request Records', 'Contact Us', 'Wisconsin.gov', and 'Press'.

Child Care Provider Portal
Welcome, Laura

PROC Site
123 Licensed Street
Mke, WI 45454-5455

Logout
0800035730-003
Facility ID 1123352

COVID-19 Emergency Information

Due to the COVID-19 pandemic, please complete the following and keep it up-to-date so that DCF and its partners c workers and others performing critical functions fill urgent child care needs. Press "Save" once you have completed updating the information.

Address 123 Licensed Street
Mke, WI 45454-5455

Are you able to provide care for children with disabilities? Yes No

Enter the number of open slots you have available at this location below.

For children under 2 years? 2

For 2 and 3 year-olds? 3

For 4 and 5 year-olds? 3

For 6 year-olds and older? 3

Enter the total number of open slots (i.e., available slots) you have available at this location below.

Total available slots 11

Last updated on 05/25/2021 11:15 AM

Saved Successfully

Save

Home

Financial Facility Details Communications Manage facility Individuals

2 COVID-19 Payments

Other Facilities

About DCF Public Meetings Careers Request Records Contact Us Wisconsin.gov Press

The Department of Children and Families, protecting children, strengthening families, building communities.
Update SPA CWA Privileges

2. COVID-19 Payments Button

On the *COVID-19 Emergency Information* page, scroll to the bottom of the page and click on the **COVID-19 Payments** button.

Beginning Your Application

3

Ending Period	When Can I Apply?	Payment Program	Status	
June 2021		Providing Safe, Healthy, And High-Quality Child Care Opportunities	Not Applied	Apply ▶
June 2021		Funding Staff Recruitment And Retention Efforts	Not Applied	Apply ▶

3. Start Application
To apply for a specific program, select the **Apply** button on the *Summary* page.

COVID-19 Payments
Please read all the below details before proceeding with application

COVID-19 Payments Information

IMPORTANT NOTICE: The Child Care Counts programs are time-limited payment programs designed to provide assistance to child care providers in response to the COVID-19 public health emergency. They are not grants as that term is defined in 45 CFR 72 and related federal regulations, and use of the word "grant" is incidental.

What is Program A Providing Safe, Healthy, And High-Quality Child Care Opportunities?

The *Providing Safe, Healthy, And High-Quality Child Care Opportunities* payment program is intended to support the costs of maintaining or enhancing compliance status and/or YoungStar level, increasing health and safety practices, and ensuring high-quality care is available across state. Details about the purpose, conditions, and determination of the payment can be viewed on the [payment information page](#).

When Can I Apply?

You may apply for this payment anytime from 05/03/2021 through 05/28/2021. You may make changes to your application until the last day. After that, your information will be locked so that the determination and payment process may proceed.

What information do I need to complete this application?

The following information will be collected:

- Facility details (contact information, summary information about your staff and children)
- Temporary closures due to COVID-19
- Hours of operation during COVID-19 emergency
- Enrolled children information
- Reopen/Closure details (Required if location is closed)

What happens after I submit my application?

After 05/28/2021, DCF will evaluate and determine payments. You will be notified by email when the review process has been completed. Payments will be made through either direct deposit or check. To receive your money the fastest, register with FIS, if you haven't done so already. FIS registration may take up to 10 business days, and must be finalized before the end of the review period in order to receive your payment through direct deposit. If you prefer to receive a check, you will receive additional instructions with your payment determination notification. Please note that receiving a check will take longer than direct deposit through FIS.

5

[Continue](#) ▶

[About DCF](#) [Public Meetings](#) [Careers](#) [Request Records](#) [Contact Us](#) [Wisconsin.gov](#) [Press](#)

The Department of Children and Families, protecting children, strengthening families, building communities.
Update SPA CWA Privileges

4. Review Payment Program Information

After selecting to apply for a payment program, you will see an informational screen that details the following:

- Overview of the specific payment program
- When the provider can apply
- Information that will be collected in the application
- What happens after the submission of the application

5. Continue

Click **Continue** to go to the *Payment Application Details* page.

Payment Summary Page

6. COVID-19 Payment Application List

There is only one application period.

06/01/2021 – 06/11/2021

There are **two payment programs** for which a provider can apply.

- A. Providing Safe, Healthy, and High-Quality Child Care Opportunities
- B. Funding staff Recruitment and Retention Efforts

6

Funding Period	When Can I Apply?	Payment Program	Status	
June 2021		Providing Safe, Healthy, and High-Quality Child Care Opportunities	Not Applied	Apply ▶
June 2021		Funding Staff Recruitment And Retention Efforts	Not Applied	Apply ▶
Spring 2021	March 29 - April 26	Providing Safe, Healthy, and High-Quality Child Care Opportunities	Incomplete	Details ▶
Spring 2021	March 29 - April 26	Funding Staff Recruitment And Retention Efforts	Incomplete	Details ▶
Fall 2020, Round 2	October 14 - October 31	Providing Safe, Healthy, and High-Quality Child Care Opportunities	Approved	Details ▶
Fall 2020, Round 2	October 14 - October 31	Funding Staff Recruitment And Retention Efforts	Approved	Details ▶
Fall 2020	August 28 - September 08	Providing Safe, Healthy, and High-Quality Child Care Opportunities	Approved	Details ▶
Fall 2020	August 28 - September 08	Funding Staff Recruitment And Retention Efforts	Not Available	
May 12 - June 11 2020	June 29 - September 08	Providing Funding To Care For Essential Workforce Families	Not Available	
May 12 - June 11 2020	June 29 - September 08	Incentive Pay	Not Available	
May 12 - June 11 2020	June 29 - September 08	Support For Closed Child Care Programs	Not Available	
April 12 - May 11 2020	May 31 - June 14	Providing Funding To Care For Essential Workforce Families	Not Available	
April 12 - May 11 2020	May 31 - June 14	Incentive Pay	Not Available	
April 12 - May 11 2020	May 31 - June 14	Support For Closed Child Care Programs	Not Available	
March 12 - April 11 2020	May 03 - May 15	Providing Funding To Care For Essential Workforce Families	Approved	Details ▶
March 12 - April 11 2020	May 03 - May 15	Incentive Pay	Approved	Details ▶
March 12 - April 11 2020	May 03 - May 15	Support For Closed Child Care Programs	Not Available	



Regulated providers may be able to apply for BOTH payment programs. Please review Eligibility and Requirements details on the [Payment Program web page](#).

Beside the Payment Program title, you will also see the **Status** of your application.

Incomplete indicates you have started an application for the program, but your application has not been completed. Click **Details** to return to your application.

Not Applied means you haven't applied for this payment. Click **Apply** to begin your application.

You may make corrections to your application until the end of the application period – 11:59 p.m. 06/11/2021.

Applications cannot be modified after the application closes.



APPLYING FOR PAYMENT PROGRAM A

Providing Safe, Healthy, And High- Quality Child Care Opportunities

Beginning Your Application

1

COVID-19 Payment Application List

COVID-19 payments and view details of payment program applications already started or completed.

Funding Period	When Can I Apply?	Payment Program	Status	
June 2021		Providing Safe, Healthy, and High-Quality Child Care Opportunities	Not Applied	Apply
June 2021		Funding Staff Recruitment And Retention Efforts	Not Applied	Apply
Spring 2021	March 29 - April 26	Providing Safe, Healthy, and High-Quality Child Care Opportunities	Incomplete	Details
Spring 2021	March 29 - April 26	Funding Staff Recruitment And Retention Efforts	Incomplete	Details
Fall 2020, Round 2	October 14 - October 31	Providing Safe, Healthy, and High-Quality Child Care Opportunities	Approved	Details
Fall 2020, Round 2	October 14 - October 31	Funding Staff Recruitment And Retention Efforts	Approved	Details
Fall 2020	August 28 - September 08	Providing Safe, Healthy, and High-Quality Child Care Opportunities	Approved	Details
Fall 2020	August 28 - September 08	Funding Staff Recruitment And Retention Efforts	Not Available	
May 12 - June 11 2020	June 29 - September 08	Providing Funding To Care For Essential Workforce Families	Not Available	
May 12 - June 11 2020	June 29 - September 08	Incentive Pay	Not Available	
May 12 - June 11 2020	June 29 - September 08	Support For Closed Child Care Programs	Not Available	
April 12 - May 11 2020	May 31 - June 14	Providing Funding To Care For Essential Workforce Families	Not Available	

1. Begin Application

On the payment Program *Summary* page, apply for a specific program by clicking the appropriate **Apply** button. In this case, we will click the **Apply** button next to the *Providing Safe, Healthy, And High-Quality Child Care Opportunities*.

2. Review Payment Program Information

After selecting to apply for a payment program, you will see an informational screen that details the following:

- Overview of the specific payment program
- When the provider can apply
- Information that will be collected in the application
- What happens after the submission of the application

3. Continue

Click **Continue** to go to the **Application Details** page.

COVID-19 Payments

Please read all the below details before proceeding with application

COVID-19 Payments Information

IMPORTANT NOTICE: The Child Care Counts programs are time-limited payment programs designed to provide assistance to child care providers in response to the COVID-19 public health emergency. They are not grants as that term is defined in 45 CFR 72 and related federal regulations, and use of the word "grant" is incidental.

What is Program A *Providing Safe, Healthy, And High-Quality Child Care Opportunities*?

The *Providing Safe, Healthy, And High-Quality Child Care Opportunities* payment program is intended to support the costs of maintaining or enhancing compliance status and/or YoungStar level, increasing health and safety practices, and ensuring high-quality care is available across state. Details about the purpose, conditions, and determination of the payment can be viewed on the [payment information page](#).

When Can I Apply?

You may apply for this payment anytime from 05/03/2021 through 05/28/2021. You may make changes to your application until the last day. After that, your information will be locked so that the determination and payment process may proceed.

What information do I need to complete this application?

The following information will be collected:

- Facility details (contact information, summary information about your staff and children)
- Temporary closures due to COVID-19
- Hours of operation during COVID-19 emergency
- Enrolled children information
- Reopen/Closure details (Required if location is closed)

What happens after I submit my application?

After 05/28/2021, DCF will evaluate and determine payments. You will be notified by email when the review process has been completed. Payments will be made through either direct deposit or check. To receive your money the fastest, register with FIS. If you haven't done so already, FIS registration may take up to 10 business days, and must be finalized before the end of the review period in order to receive your payment through direct deposit. If you prefer to receive a check, you will receive additional instructions with your payment determination notice. Please note that receiving a check will take longer than direct deposit through FIS.

Continue

3

[About DCF](#) [Public Meetings](#) [Careers](#) [Request Records](#) [Contact Us](#) [Wisconsin.gov](#) [Press](#)

The Department of Children and Families, protecting children, strengthening families, building communities.
Update SPA CWA Privileges

Add Application Details for Your Location

COVID-19 Payments – Add Application Details
Add common and payment program details for Providing Safe, Healthy, And High-Quality Child Care Opportunities

Grantee Details

Funding Period: Spring 2021

Grantee First Name * Lisa

Grantee Middle Initial

Grantee Last Name * Licensed

Grantee Email * Lisa@Licensedcenter.Com

Grantee Phone * (121) 212-1212

Tell us if your program is opened or closed due to COVID-19

Was your facility open on 05/14/2021? * Yes No

Tell us about the children at your facility

Did your facility serve any children with disabilities? * Yes No

Did your facility serve any children who speak languages other than English? * Yes No

Did your facility serve any children who are experiencing homelessness? * Yes No

Did your facility serve any children from tribal communities? * Yes No

Did your facility serve any children living in rural areas? * Yes No

Payment Program Details for Providing Safe, Healthy, And High-Quality Child Care Opportunities

Payment Program: Providing Safe, Healthy, And High-Quality Child Care Opportunities

Number of Children attended *

4. Add Grantee Details

There is a single funding period for this application.

Be sure to enter the details marked with a red star. *

If inaccurate details are entered, this could delay your application.

5

5. Tell Us About Program Open/Closures

Was your facility open on 05/14/2021?

Please note that you should check **Yes** if your program is in open status (as opposed to Temporarily Closed), even if you were closed on this day for a vacation day or similar reason. Check **No** if your program was in Closed or Temporarily Closed status on this date.



NOTE: If you applied for previous funding through the original *Child Care Counts Payment Program*, many of the fields throughout the application will be filled in automatically. Please review all fields that are filled in to ensure they are still accurate and update as needed.

Add Application Details for Your Location

Tell us about the children at your facility

Did your facility serve any children with disabilities? * Yes No ⓘ

Did your facility serve any children who speak languages other than English? * Yes No

Did your facility serve any children who are experiencing homelessness? * Yes No ⓘ

Did your facility serve any children from tribal communities? * Yes No

Did your facility serve any children living in rural areas? * Yes No ⓘ

Payment Program Details for Providing Safe, Healthy, And High-Quality Child Care Opportunities

Payment Program Providing Safe, Healthy, And High-Quality Child Care Opportunities

Number of Children attended * ⓘ

Comments

Add

6. Tell Us About the Children in Your Program

In this section, you can click on the ⓘ icon for more information about what the question is asking.

Number of Children attended * ⓘ

Enter the number of children who attended at least one day between 5/9/2021 and 5/15/2021 at this location.

In this case, clicking the more information icon tells you that you need to add the number of children who attended your location **AT LEAST** one day between **05/09/2021** and **05/15/2021**.

Click **Add** to move on to the next page.



NOTE: If you see the ⓘ icon next to a field and you are unsure about what to enter, click the icon to get more information about what you are being asked to enter.

Update or Verify Location Temporary Closures

7. Temporary Closures

You will be asked to verify any temporary closures during the funding period. If the closures were already updated in the Provider Portal, those details will be shown here. If you need to add a temporary closure period, select the **Add Temporary Closure** button, and you will be taken to the **Closure Schedule** screen shown below.

COVID-19 Payments - Temporary Closure

Common Details

Funding Period June 2021
Grantee Name Licensed, Lisa

Verify Temporary Closure

From	To	Closure Reason	Comments
		COVID-19 Exposure of Child(ren) to COVID-19	adfadfsd

The closure periods should reflect any periods of time your facility was closed during the funding period (5/9/2021 - 5/15/2021). You must verify the closure periods above by checking the box below and selecting Verify. If you need to add a new closure period, select the 'Add' button.

The closures listed above are accurate and complete for the period of 5/9/2021 to 5/15/2021. If you were not closed during the funding period, check the box to verify that there were no closure periods during the funding period.

Add Temporary Closure

Verify

After including all appropriate temporary closures, click the checkbox indicating that you have accurately recorded and verified the temporary closures for your location.

COVID-19 Payments - Add Closure Schedule

Due to the COVID-19 health emergency, please help DCF understand when you are closed and open. If you are closing, please enter your closure period here and also contact your licensor or certifier.

Common Details

Funding Period June 2021
Grantee Name Licensed, Lisa

Verify Temporary Closure

From Date

To Date

COVID - 19 Closure Reason COVID-19 Lack of families

Comments

Add

Temporary Closure

! If you did not have any temporary closures during the funding period, check the box to verify and select Verify to continue through the application.

The closures listed above are accurate and complete for the period of 5/9/2021 to 5/15/2021. If you were not closed during the funding period, check the box to verify that there were no closure periods during the funding period.

Verify

Update or Verify Hours of Operation

COVID-19 Payments - Operational Hours
Add Operational Hours

Common Details
Funding Period: June 2021
Grantee Name: Licensed, Lisa

Operational Hours
Specify your Operating Hours during 5/9/2021 - 5/15/2021
Enter open times for each day you are open (e.g., 7 am - 6 pm)

Sunday 7:00 PM - 11:59 PM
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday

Open some hours between 6 am and 6 pm? Yes No
Open some hours before 6 am or after 6 pm? Yes No

Comments

Add

Operational Hours Details

About DCF Public Meetings Careers Request Records Contact Us Wisconsin.gov Press
The Department of Children and Families, protecting children, strengthening families, building communities.
Update SPA CWA Privileges

8

8. Hours of Operation

If your location was open fewer hours than normal during the period **05/09/2021 – 05/15/2021** due to COVID-19, please adjust your hours here.

Hours of operation will be auto-filled based on your license or certification hours.

Select the **Add** button to save your information and continue to the **Reopen/Closure Details** section, where you will tell us about your reopening plans if you have been closed.

Adding Children Detail

10. Add Children to the Application

You will be asked to add every child who attended at least one day between **05/09/2021** – **05/15/2021**.

NOTE: The number of children added in this section must equal the number of children that you indicated were in attendance on the first page of the application: *Add Application Details*.

Payment Program Details for *Funding Staff Recruitment And Retention Efforts*

Payment Program: Funding Staff Recruitment And Retention Efforts
Grant Application ID: 0000000000

Number of Children attended * 0

Grant Status: Incomplete

Comments

Add

COVID-19 Payments – Add Child

Common Details

Funding Period: June 2021
Grantee Name: Licensed, Lisa

Child Details

First Name *

Middle Initial

Last Name *

Date of Birth *

Care Type * Full-time Care Part-time Care

Has disability? * Yes No

Speaks language other than English? * Yes No

Experiencing homelessness? * Yes No

Living in tribal community? * Yes No

Living in rural area? * Yes No

WI Shares recipient during 05/09/2021 – 05/15/2021? * Yes No

Attend during 05/09/2021 – 05/15/2021? * Yes No

Comments

Add

Click the **Add** button once you have filled out all information on the page.

Previous Payment Child List

11. Verify Previous Child List

If you applied for funding in a previous *Child Care Counts* application, children added to your previous application will appear here, and may be copied into your current application. Click **COPY** to add children to your application. This will take you to the *Child Details* page.

Name	Date of Birth	Care Type	
Joe Soap	7/11/2014	Full-Time Care	Copy
Severus Snape	8/15/2016	Full-Time Care	Copy
Albus Dumbledore	7/11/2016	Full-Time Care	Copy

Common Details
Funding Period: June 2021
Grantee Name: Licensed, Lisa

...More

Add Child

Child List

Child Details

First Name * Severus

Middle Initial

Last Name * Snape

Date of Birth * 8/15/2016

Care Type * Full-time Care Part-time Care

Has disability? * Yes No

Speaks language other than English? * Yes No

Experiencing homelessness? * Yes No

Living in tribal community? * Yes No

Living in rural area? * Yes No

WI Shares recipient during 05/09/2021 - 05/15/2021? * Yes No

Attend during 05/09/2021 - 05/15/2021? * Yes No

Verify child details that were copied and indicate if the child attended at least one day between **05/09/2021 – 05/15/2021**. Click the  icon for more information about what the questions are asking.

Click the **Add** button once you have filled out all information on the page.

Adding Children Detail

12. Add Children to the Application

After adding a child to the application, you will be taken to the *Child List* that shows you all the children you have added to your application. Click the **Add Child** button to continue adding children to your application. Remember, the number of children displayed here should match the number of children that you listed as enrolled in the *Grant Details* section.

12 COVID-19 Payments – Child List

Common Details

Funding Period June 2021
Grantee Name Licensed, Lisa [...More](#)

Name	Date of Birth	Care Type	
Joe Soap	7/11/2014	Full-Time Care	Details ▶
Severus Snape	8/15/2016	Full-Time Care	Details ▶
Albus Dumbledore	7/11/2016	Full-Time Care	Details ▶

Add Child ▶

COVID-19 Payments – Child Details

Common Details

Funding Period June 2021
Grantee Name Licensed, Lisa [...More](#)

Child Details for COVID-19 Payments

First Name Albus
Middle Initial
Last Name Dumbledore
Date of Birth 7/11/2016 [...More](#)

◀ **Child List**

If you need to update or review the information about a specific child, click on the **Details** button to be taken to that child's record. Click on the **...More** button to get to the **Modify Child** Button.

If you have added a child in error to the application, you can remove the child by checking the box **Remove this child from the grant?**

Comments

Remove this child from the grant?

Save

Click **Save** on the *Modify Child Details* page if you have changed any information; you should be taken back to the *Child List*. You can continue adding children, as needed, or proceed to submit your application.

Finalizing Your Application

13

Common Details			
Funding Period	June 2021		
Grantee Name	Licensed, Lisa		
...More			
Name	Date of Birth	Care Type	
Joe Soap	7/11/2014	Full-Time Care	Details
Severus Snape	8/15/2016	Full-Time Care	Details
Albus Dumbledore	7/11/2016	Full-Time Care	Details
Add Child			
Submit Application			

13. Review Your Submission
Click the **Submit Application** button to finalize your application.

You will be taken to the **Submit Application** page. The top of the page will review and compare the information that you entered on the **Application Details** page to the information that you entered for each child. Any text in red indicates that there was a mismatch in what you reported in the **Application Details** page with what you reported for each child.

Inconsistent and/or incorrect information will delay and/or could possibly prevent your application from being processed. It is imperative you go back and fix any issues noted in red. If you are having trouble fixing and/or modifying your application, please email or call for assistance.

COVID-19 Payments - Application Details

[Continue to Add Operational Hours](#)

Common Details

Grantee First Name: Lisa
Grantee Middle Initial:
Grantee Last Name: Licensed
Grantee Email: lisa@licensedcenter.com
Grantee Phone: (121) 212-1212
Funding Period: June 2021

Was your facility open on 05/14/2021? Yes

Did your facility serve any children with disabilities? Yes

Did your facility serve any children who speak languages other than English? Yes

Did your facility serve any children who are experiencing homelessness? Yes

Did your facility serve any children from tribal communities? Yes

Did your facility serve any children living in rural areas? Yes

[Modify Common Details](#)

Payment Program Details for Providing Safe, Healthy, And High-Quality Child Care Opportunities

Payment Program: Providing Safe, Healthy, And High-Quality Child Care Opportunities
Grant Application ID: P000000325
Number of Children attended: 6
Grant Status: Incomplete (view Terms and Conditions)

[Modify Application Details](#)

[Temporary Closure](#) [Operational Hours](#) [Children](#) [Payment Documents](#) [Program Integrity Documents](#) [Submit Application](#)

[Payment Program Summary](#)

Finalizing Your Application

COVID-19 Payments - Submit Application

Common Details

Funding Period: June 2021
Grantee Name: Licensed, Lisa

Payment Program Details for Providing Safe, Healthy, And High-Quality Child Care Opportunities

Payment Program: Providing Safe, Healthy, And High-Quality Child Care Opportunities
Grant Application ID: P000000323

Number of Children attended: 6

Did your facility serve any children with disabilities? Yes
Did your facility serve any children who speak languages other than English? Yes
Did your facility serve any children who are experiencing homelessness? Yes
Did your facility serve any children from tribal communities? Yes
Did your facility serve any children living in rural areas? Yes

Grant Status: Incomplete

Terms and Conditions

- I certify that all information provided in this application is true and correct to the best of my knowledge.
- I certify that my program is currently open, or that I will reopen by **June 28, 2021**.
- I understand that in order to be eligible for payments, I must meet the following qualifications:
 - Regulates and is in good standing as defined by the Department of Children and Families (DCF) as of the date of the application
 - Caring for children ages 0 through 12, or under age 19 for children with disabilities
 - In compliance with background check requirements
 - I will follow the health and safety administrative rules for child care providers as outlined by DCF Child Care Regulation and meet the requirements of any local orders.
 - Currently repaying any overpayment and/or in compliance with any Repayment Agreement, if any Wisconsin Shares or Child Care Counts overpayments are owed.
- I understand that the Department of Children and Families may monitor and review my application and use of program funds.

If I receive funding for **Program A – Providing Safe, Healthy, And High-Quality Child Care Opportunities** I agree to the following:

- I will use the funds to support necessary and reasonable costs of maintaining or enhancing high-quality care.
- I will use the funds for the following purposes:
 - Operating expenses, necessary to remain open or reopen, including, but not limited to mortgage, rent/space costs, utilities, and payroll/benefits
 - Personal Protective Equipment (PPE)
 - Materials/supplies for cleaning and sanitation
 - Materials/supplies for enhancing the program environment, curriculum, and family engagement activities
 - Professional development and/or continuing education
 - Additional costs to ensure high-quality programming
- DCF is required to conduct audits to ensure accuracy of applications and the proper use of funds issued. All providers may be subject to an audit and be required to submit supporting documentation.
- I will keep and submit to DCF upon request, all original, supporting documentation related to my application and how this funding was spent, including but not limited to:
 - Program records and supporting documentation related to my application:
 - Documentation to verify attendance of children entered on my application
 - Documentation to verify staff employed at time of application
 - Expenditure records and supporting documentation related to costs incurred and how program funding was spent, including, but not limited to:
 - Mortgage/rent/space cost statements
 - Utility statements
 - Payroll and benefits records
 - Original invoices and/or receipts for purchases of materials/supplies including, but not limited to:
 - PPE, cleaning and sanitation materials, supplies, and services
 - Materials and supplies for enhancing the program environment, curriculum, and family engagement activities
- I understand that DCF reserves the right to request documentation of use of this funding for review or audit purposes up to five (5) years after I receive the funds. I agree to promptly supply this documentation upon request.
- I understand that funds received under this program must be spent by April 1, 2022, on expenses incurred between January 1, 2021 and April 1, 2022.
- Expenses cannot have already been funded by a prior DCF program, or reimbursed by another state or federal fund source.
- I understand that DCF may require repayment of funds disbursed if terms and conditions are not met and I agree to repay the funds if I fail to meet the terms and conditions of the program.**

I accept the Terms and Conditions above.

Submit

Application Details

[About DCF](#) [Public Meetings](#) [Careers](#) [Request Records](#) [Contact Us](#) [Wisconsin.gov](#) [Press](#)

14. Review Your Submission
You must correct any entries with red text. They give you specific details about a mismatch or other problem with the entry.

Any text in red indicates that there was a mismatch in what you reported in the **Application Details** page with what you reported for each child. Inconsistent and/or incorrect information will delay and could possibly prevent your application from being processed. It is imperative you go back and fix any issues noted in red. If you are having trouble fixing/modifying your application, please email or call for assistance.

Click **Application Details** to return to the application and correct the information as necessary.

Finalizing Your Application

15. Review the Terms and Conditions

After reviewing your information, please read through the **Terms and Conditions** for the program. **Please note** we strongly recommend printing and/or saving these Terms and Conditions and filing all related expenditure documents in a safe place.

COVID-19 Payments - Submit Application

Common Details

Funding Period	June 2021
Grantee Name	Licensed, Lisa

...More

Payment Program Details for Providing Safe, Healthy, And High-Quality Child Care Opportunities

Payment Program	Providing Safe, Healthy, And High-Quality Child Care Opportunities
Grant Application ID	P000000328
Number of Children attended	6
Grant Status	Incomplete

15 Terms and Conditions

I accept the Terms and Conditions

16 Submit

16. Submit Your Application

Once you have read through the **Terms and Conditions**, click the “I accept the Terms and Conditions above” checkbox, and click the **Submit** button to submit your application for the program.

Modifying After Submission

17. Updating After Submitting

You will have the ability to update your application after submission, **until the application period ends at midnight**. You will need to modify each section and its detail level information.

- To modify the *Common Details*, click the **Modify Common Details** button.

- To modify the *Application Details*, specifically the number of children enrolled during the funding period, select the **Modify Application Details** button. Remember, any change in the number of children will affect the number of children who need to be entered in the *Add Children* module.

COVID-19 Payments – Application Details

Common Details	
Grantee First Name	Lisa
Grantee Middle Initial	
Grantee Last Name	Licensed
Grantee Email	lisa@licensedcenter.com
Grantee Phone	(121) 212-1212
Funding Period	June 2021
Was your facility open on 05/14/2021?	Yes
Did your facility serve any children with disabilities?	No
Did your facility serve any children who speak languages other than English?	No
Did your facility serve any children who are experiencing homelessness?	No
Did your facility serve any children from tribal communities?	No
Did your facility serve any children living in rural areas?	No

Modify Common Details

Payment Program Details for Providing Safe, Healthy, And High-Quality Child Care Opportunities	
Payment Program	Providing Safe, Healthy, And High-Quality Child Care Opportunities
Grant Application ID	P000000325
Number of Children attended	6
Grant Status	Submitted (view Terms and Conditions)

Modify Application Details



Temporary Closure



Operational Hours



Children



Payment Documents



Program Integrity Documents

Payment Program Summary

[About DCF](#)
[Public Meetings](#)
[Careers](#)
[Request Records](#)
[Contact Us](#)
[Wisconsin.gov](#)
[Press](#)

The Department of Children and Families protecting children, strengthening families, building communities.
 Update SPA CWA Privileges

You can use the **Temporary Closure, Operational Hours, Staff, Children, Closure/Reopen** buttons to update those specific sections of the application. Refer to the previous instructions in this guide for specifics.



APPLYING FOR PAYMENT PROGRAM B

**Funding Staff
Recruitment And
Retention Efforts**

Beginning Your Application

1

COVID-19 Payment Application List

COVID-19 payments and view details of payment program applications already started or completed.

Payment Program Summary				
Funding Period	When Can I Apply?	Payment Program	Status	
June 2021	May 03 - May 28	Providing Safe, Healthy, and High-Quality Child Care Opportunities	Not Applied	Apply
June 2021	May 03 - May 28	Funding Staff Recruitment And Retention Efforts	Not Applied	Apply
Spring 2021	March 29 - April 26	Providing Safe, Healthy, and High-Quality Child Care Opportunities	Incomplete	Details
Spring 2021	March 29 - April 26	Funding Staff Recruitment And Retention Efforts	Incomplete	Details
Fall 2020, Round 2	October 14 - October 31	Providing Safe, Healthy, and High-Quality Child Care Opportunities	Approved	Details
Fall 2020, Round 2	October 14 - October 31	Funding Staff Recruitment And Retention Efforts	Approved	Details
Fall 2020	August 28 - September 08	Providing Safe, Healthy, and High-Quality Child Care Opportunities	Approved	Details
Fall 2020	August 28 - September 08	Funding Staff Recruitment And Retention Efforts	Not Available	
May 12 - June 11 2020	June 29 - September 08	Providing Funding To Care For Essential Workforce Families	Not Available	
May 12 - June 11 2020	June 29 - September 08	Incentive Pay	Not Available	
May 12 - June 11 2020	June 29 - September 08	Support For Closed Child Care Programs	Not Available	
April 12 - May 11 2020	May 31 - June 14	Providing Funding To Care For Essential Workforce Families	Not Available	

1. Begin Application

On the *Payment Program Summary* page, apply for a specific program, by clicking the appropriate **Apply** button. In this case, we will click the **Apply** button next to the Funding Staff Recruitment and Retention Efforts program.

2. Review Payment Program Information

After selecting to apply for a payment program, you will see an informational screen that details the following:

- Overview of the specific payment program
- When the provider can apply
- Information that will be collected in the application
- What happens after the submission of the application

3. Continue

Click **Continue** to go to the **Application Details** page.

COVID-19 Payments

Please read all the below details before proceeding with application

COVID-19 Payments Information

IMPORTANT NOTICE: The Child Care Counts programs are time-limited payment programs designed to provide assistance to child care providers in response to the COVID-19 public health emergency. They are not grants as that term is defined in 45 CFR 72 and related federal regulations, and use of the word "grant" is incidental.

What is Program B Funding Staff Recruitment And Retention Efforts?

The *Funding Staff Recruitment And Retention Efforts* payment program is intended to support the costs associated with recruiting and retaining high-quality staff. Details about the purpose, conditions, and determination of the payment can be viewed on the [payment information page](#).

When Can I Apply?

You may apply for this payment anytime from 05/03/2021 through 05/28/2021. You may make changes to your application until the last day. After that, your information will be locked so that the determination and payment process may proceed.

What information do I need to complete this application?

The following information will be collected:

- Facility details (contact information, summary information about your staff and children)
- Temporary closures due to COVID-19
- Hours of operation during COVID-19 emergency
- Staff information
- Enrolled children information
- Reopen/Closure details (Required if location is closed)

What happens after I submit my application?

After 05/28/2021, DCF will evaluate and determine payments. You will be notified by email when the review process has been completed. Payments will be made through either direct deposit or check. To receive your money the fastest, register with FIS, if you haven't done so already. FIS registration may take up to 10 business days, and must be finalized before the end of the review period in order to receive your payment through direct deposit. If you prefer to receive a check, you will receive additional instructions with your payment determination notice. Please note that receiving a check will take longer than direct deposit through FIS.

Continue

3

[About DCF](#) [Public Meetings](#) [Careers](#) [Request Records](#) [Contact Us](#) [Wisconsin.gov](#) [Press](#)

The Department of Children and Families, protecting children, strengthening families, building communities.
Update SPA CWA Privileges

Add Application Details for Your Location

COVID-19 Payments – Add Application Details
Add common and payment program details for Funding Staff Recruitment And Retention Efforts

Grantee Details

Funding Period: June 2021

Grantee First Name *: Lisa

Grantee Middle Initial:

Grantee Last Name *: Licensed

Grantee Email *: Lisa@Licensedcenter.Com

Grantee Phone *: (715) 213-1212

5 Tell us if your program is opened or closed due to COVID-19

Was your facility open on 05/14/2021? * Yes No

Tell us about the children at your facility

Did your facility serve any children with disabilities? * Yes No

Did your facility serve any children who speak languages other than English? * Yes No

Did your facility serve any children who are experiencing homelessness? * Yes No

Did your facility serve any children from tribal communities? * Yes No

Did your facility serve any children living in rural areas? * Yes No

Payment Program Details for Funding Staff Recruitment And Retention Efforts

Payment Program: Funding Staff Recruitment And Retention Efforts

Number of Children attended *:

4. Add Grantee Details

There is a single funding period for this application.

Be sure to enter the details marked with a red star. ✖

If inaccurate details are entered, this could delay your application.

5. Tell Us About Program Open/Closures

Was your facility open on 05/14/2021?

Please note that you should check **Yes** if your program is in open status (as opposed to Temporarily Closed), even if you were closed on this day for a vacation day or similar reason. Check **No** if your program was in Closed or Temporarily Closed status on this date



NOTE: If you applied for previous funding through the original *Child Care Counts Payment Program*, many of the fields throughout the application will be filled in automatically. Please review all fields that are filled in to ensure they are still accurate and update as needed.

Add Application Details for Your Location

Tell us about the children at your facility

Did your facility serve any children with disabilities? * Yes No ⓘ

Did your facility serve any children who speak languages other than English? * Yes No

Did your facility serve any children who are experiencing homelessness? * Yes No ⓘ

Did your facility serve any children from tribal communities? * Yes No

Did your facility serve any children living in rural areas? * Yes No ⓘ

Payment Program Details for Funding Staff Recruitment And Retention Efforts

Payment Program: Funding Staff Recruitment And Retention Efforts

Number of Children attended * ⓘ

Comments:

Add

6. Tell Us About the Children in Your Program

In this section, you can click on the ⓘ icon for more information about what the question is asking.

Number of Children attended * ⓘ

Enter the number of children who attended at least one day between 5/9/2021 and 5/15/2021 at this location.

In this case clicking the more information icon tells you that you need to add the number of children who attended your location **AT LEAST** one day between **05/09/2021** and **05/15/2021**.

Click **Add** to move on to the next page.



NOTE: If you see the ⓘ icon next to a field and you are unsure about what to enter, click the icon to get more information about what you are being asked to enter.

Update or Verify Location Temporary Closures

7. Temporary Closures

You will be asked to verify any temporary closures during the funding period. If the closures were already updated in the Provider Portal, those details will be shown here. If you need to add a temporary closure period, select the **Add Temporary Closure** button, and you will be taken to the **Closure Schedule** screen shown below.

COVID-19 Payments - Temporary Closure

Common Details
Funding Period: June 2021
Grantee Name: Licensed, Lisa

Verify Temporary Closure

From	To	Closure Reason	Comments	
05/12/21		COVID-19 Exposure of Child(ren) to COVID-19	I am/was out of many essential supplies, such as cleaning products, baby food, and wipes	Edit

The closure periods should reflect any periods of time your facility was closed during the funding period (5/9/2021 - 5/15/2021). You must verify the closure periods above by checking the box below and selecting Verify. If you need to add a new closure period, select the 'Add' button.

Add Temporary Closure

The closures listed above are accurate and complete for the period of 5/9/2021 to 5/15/2021. If you were not closed during the funding period, check the box to verify that there were no closure periods during the funding period.

Verify

After including all appropriate temporary closures, click the checkbox indicating that you have accurately recorded and verified the temporary closures for your location.

COVID-19 Payments - Add Closure Schedule

Due to the COVID-19 health emergency, please help DCF understand when you are closed and open. If you are closing, please enter your closure period here and also contact your licensor or certifier.

Common Details
Funding Period: June 2021
Grantee Name: Licensed, Lisa

Verify Temporary Closure

From Date: 5/12/2021

To Date:

COVID - 19 Closure Reason: COVID-19 Lack of families

Comments: not enough kids

Add

Temporary Closure

! If you did not have any temporary closures during the funding period, check the box to verify and select **Verify** to continue through the application.

The closures listed above are accurate and complete for the period of 5/9/2021 to 5/15/2021. If you were not closed during the funding period, check the box to verify that there were no closure periods during the funding period.

Verify

Update or Verify Hours of Operation

COVID-19 Payments - Operational Hours
Add Operational Hours

Common Details
Funding Period: June 2021
Grantee Name: Licensed, Lisa

Operational Hours
Specify your Operating Hours during 5/9/2021 - 5/15/2021

Enter open times for each day you are open (E.g., 7 am - 6 pm)

<input checked="" type="checkbox"/> Sunday	7:00 PM - 11:59 PM
<input type="checkbox"/> Monday	
<input type="checkbox"/> Tuesday	
<input type="checkbox"/> Wednesday	
<input type="checkbox"/> Thursday	
<input type="checkbox"/> Friday	
<input type="checkbox"/> Saturday	

Open some hours between 6 am and 6 pm? Yes No

Open some hours before 6 am or after 6 pm? Yes No

Comments

Add

Operational Hours Details

[About DCF](#) [Public Meetings](#) [Careers](#) [Request Records](#) [Contact Us](#) [Wisconsin.gov](#) [Press](#)

The Department of Children and Families, protecting children, strengthening families, building communities.
Update SPA CWA Privileges

8

8. Hours of Operation

If your location was open fewer hours than normal during the period **05/09/2021 - 05/15/2021** due to COVID-19, please adjust your hours here.

Hours of operation will be auto-filled based on your license or certification hours.

Select the **Add** button to save your information and continue to the **Reopen/Closure Details** section, where you will tell us about your reopening plans if you have been closed.

Attaching Staff to the Program

9. Review Staff Associated with Location

You will be asked to verify every staff member who worked at your location during the funding period. All individuals attached to your location will be displayed on this page.



If you do not see an individual who worked on your staff during the funding period, you must add them through the **Individual Module** if you want them to be considered for funding. Individuals will not be able to be attached until they have a background check request on file. Refer to **Appendix I** for information on how to add an individual.

Common Details		
Funding Period	June 2021	
Grantee Name	Licensed, Lisa	

Staff		
Name	Care Type	Current Payroll
Linda Tester	Ful-Time	Yes

Buttons: Add Staff, Details

9

Click here to add staff.

Click here to view staff details.



If you are a family provider, and you are the only employee at your location, you will only need to add yourself.

Adding Individual Staff

10. Add Staff to Be Considered for Funding

You are then taken to the *Staff Summary* page to review all the individuals attached to the application.

10 VID-19 Payments - Staff
Attached to COVID-19 Payments Request

Common Details

Funding Period June 2021
Grantee Name Licensed, Lisa

Staff

Name	Care Type	Current Payroll	
Linda Tester	Full-Time	Yes	Details ▶

Add Staff ▶

Application Details

To add a staff member to be considered for program funding, use the **Select** button to fill out the staff-level details.

Individuals

Name	Role(s)	Employment Period	
Cheese Z Cake	Kitchen Staff, Teacher - Assistant	08/28/19	Select ▶
Ice Cream Cake	Applicant/Licensee, Administrator		Select ▶
Pound C Cake	Teacher - Assistant, Kitchen Staff	09/16/19	Select ▶
Chocolate Cakes	Applicant/Licensee	04/28/16	Select ▶
German Chocolate	Director		Select ▶
Suzy Cupcakes	Teacher - Assistant	09/16/19	Select ▶
Devil Food	Kitchen Staff, Teacher - Assistant		Select ▶

Common Details

Funding Period June 2021
Grantee Name Licensed, Lisa

Individual

Name Linda Tester
Employment Period 9/1/2018

Staff Details

Care Type? *
 This person typically works 21 or more hours per week at this location
 This person typically works 20 or fewer hours per week at this location

Is the individual on payroll at anytime between 05/09/2021 and 06/28/2021? *
 Yes No

Comments

Remove this staff from the grant?

Modify

Staff Details

Once you have finished adding all individuals to the application, select the **Add Child** button to proceed with the application.

Add Child ▶

Adding Children Detail

11. Add Children to the Application

You will be asked to add every child who attended at least one day between **05/09/2021** – **05/15/2021**.

NOTE: The number of children added in this section must equal the number of children that you indicated were in attendance on the first page of the application: *Add Application Details*.

Payment Program Details for Funding Staff Recruitment And Retention Efforts

Payment Program: Funding Staff Recruitment And Retention Efforts
Grant Application ID: 800000327

Number of Children attended: 6

Grant Status: Incomplete

Comments:

Add

COVID-19 Payments - Add Child

Common Details

Funding Period: June 2021
Grantee Name: Licensed, Lisa

Child Details

First Name: Hermione
Middle Initial:
Last Name: Granger
Date of Birth: 03/17/19
Care Type: Full-time Care Part-time Care
Has disability?: Yes No
Speaks language other than English?: Yes No
Experiencing homelessness?: Yes No
Living in tribal community?: Yes No
Living in rural area?: Yes No
WI Shares recipient during 05/09/2021 - 05/15/2021?: Yes No
Attend during 05/09/2021 - 05/15/2021?: Yes No
Comments:

Add

Click **Add** once you have filled out all information on the page.

Previous Grant Child List

12. Verify Previous Child List

If you applied for funding in a previous *Child Care Counts* application, children added to your previous application will appear here, and may be copied into your current application. Click **COPY** to add children to your application. This will take you to the *Child Details* page.

Name	Date of Birth	Care Type	
Dina Saur	7/13/2019	Full-Time Care	Copy
Ray Palmer	8/12/2016	Full-Time Care	Copy
Laurel Lance	6/23/2020	Full-Time Care	Copy

Common Details
Funding Period: June 2021
Grantee Name: Licensed, Lisa

Buttons: Add Child, Child List

Child Details

First Name * Dina
Middle Initial
Last Name * Saur
Date of Birth * 7/13/2019
Care Type * Full-time Care Part-time Care
Has disability? * Yes No
Speaks language other than English? * Yes No
Experiencing homelessness? * Yes No
Living in tribal community? * Yes No
Living in rural area? * Yes No
WI Shares recipient during 03/07/2021 - 03/13/2021? * Yes No
Attend during 03/07/2021 - 03/13/2021? * Yes No

Verify child details that were copied and indicate if the child attended at least one day between **05/09/2021 – 05/15/2021**. Click the **i** icon for more information about what the questions are asking.

Click the **Add** button once you have filled out all information on the page.

Adding Children Detail

13. Add Children to the Application

After adding a child to the application, you will be taken to the *Child List* that will show you all the children you have added to your application. Click the **Add Child** button to continue adding children to your application. Remember, the number of children displayed here should match the number of children that you listed as enrolled in the *Grant Details* section.

13 VID-19 Payments – Child List

Common Details

Funding Period June 2021
Grantee Name Licensed, Lisa

Name	Date of Birth	Care Type	Details
Joe Soap	7/11/2014	Full-Time Care	Details ▶
Severus Snape	8/15/2016	Full-Time Care	Details ▶
Albus Dumbledore	7/11/2016	Full-Time Care	Details ▶
Tom Riddle	9/23/2015	Full-Time Care	Details ▶

COVID-19 Payments – Child Details

Common Details

Funding Period June 2021
Grantee Name Licensed, Lisa

Child Details for COVID-19 Payments

First Name Severus
Middle Initial
Last Name Snape
Date of Birth 8/15/2016

Child List

If you need to update or review the information about a specific child, click on the **Details** button to be taken to that child's record. Click on the **...More** button to get to the **Modify Child** Button.

If you have added a child in error to the application, you can remove the child by checking the box **Remove this child from the grant?**

Comments

Remove this child from the grant?

Save

Click **Save** on the *Modify Child Details* page if you have changed any information; you should be taken back to the *Child List*. You can continue adding children, as needed, or proceed to submit your application.

Finalizing Your Application

14

The screenshot shows a web interface titled "COVID-19 Payments - Child List". At the top, there are "Common Details" for "Funding Period: June 2021" and "Grantee Name: Licensed, Lisa". Below this is a table with columns for "Name", "Date of Birth", and "Care Type". Each row has a "Details" button to its right. At the bottom of the table are two buttons: "Add Child" and "Submit Application". A red box highlights the "Submit Application" button, with a red arrow pointing from the text on the right towards it.

Name	Date of Birth	Care Type
Joe Soap	7/11/2014	Full-Time Care
Severus Snape	8/15/2016	Full-Time Care
Albus Dumbledore	7/11/2016	Full-Time Care
Tom Riddle	9/23/2015	Full-Time Care
Draco Malfoy	5/26/2019	Full-Time Care
Lord Voldemort	6/6/2016	Full-Time Care
Ginny Weasley	2/5/2017	Full-Time Care
Hermione Granger	3/17/2019	Full-Time Care

14. Review Your Submission
Click the **Submit Application** button to finalize your application.

You will be taken to the **Submit Application** page. The top of the page will review and compare the information that you entered on the **Application Details** page to the information that you entered for each child. Any text in red indicates that there was a mismatch in what you reported in the **Application Details** page with what you reported for each child.

Inconsistent and/or incorrect information will delay and/or could possibly prevent your application from being processed. **It is imperative you go back and fix any issues noted in red.**

If you are having trouble fixing and/or modifying your application, please email or call for assistance.

The screenshot shows the "Submit Application" page. It includes "Common Details" and "Payment Program Details for Funding Staff Recruitment And Retention Efforts". The "Number of Children attended" is listed as 6. A red box highlights a message: "Children attended for the facility does not match the number of children entered in the application. Number entered: 7". Below this is a "Terms and Conditions" section with a checkbox and a "Submit" button at the bottom.

Finalizing Your Application

15. Review the Terms and Conditions

After reviewing your information, please read through the **Terms and Conditions** for the program. **Please note** we strongly recommend printing and/or saving these Terms and Conditions and filing all related expenditure documents in a safe place.

COVID-19 Payments - Submit Application

Common Details

Funding Period June 2021
Grantee Name Licensed, Lisa [More](#)

Payment Program Details for Funding Staff Recruitment And Retention Efforts

Payment Program Funding Staff Recruitment And Retention Efforts
Grant Application ID R00000327
Number of Children attended 6 Children attended for the facility does not match the number of children entered in the application. Number entered: 7
Grant Status Incomplete

15 Terms and Conditions

I accept the Terms and Conditions above

16 Submit

16. Submit Your Application

Once you have read through the **Terms and Conditions**, click the “I accept the Terms and Conditions above” checkbox, and click the **Submit** button to submit your application for the program.

Modifying After Submission

17. Updating After Submitting

You will have the ability to update your application after submission, until the application period ends at midnight. You will need to modify each section and its detail level information.

- To modify the *Common Details*, click the **Modify Common Details** button.

- To modify the *Application Details*, specifically the number of children enrolled during the funding period, select the **Modify Application Details** button.

Remember, any change in the number of children will affect the number of children who need to be entered in the *Add Children* module.

COVID-19 Payments – Application Details

Common Details

Grantee First Name	Lisa
Grantee Middle Initial	
Grantee Last Name	Licensed
Grantee Email	lisa@licensedcenter.com
Grantee Phone	(121) 212-1212
Funding Period	June 2021
Was your facility open on 05/14/2021?	Yes
Did your facility serve any children with disabilities?	No
Did your facility serve any children who speak languages other than English?	No
Did your facility serve any children who are experiencing homelessness?	No
Did your facility serve any children from tribal communities?	No
Did your facility serve any children living in rural areas?	No

Modify Common Details

Payment Program Details for Funding Staff Recruitment And Retention Efforts

Payment Program	Funding Staff Recruitment And Retention Efforts
Grant Application ID	R00000327
Number of Children attended	6
Grant Status	Submitted (View Terms and Conditions)

Modify Application Details

Temporary Closure | **Operational Hours** | **Staff** | **Children** | **Payment Documents** | **Program Integrity Documents**

Payment Program Summary

You can use the **Temporary Closure, Operational Hours, Staff, Children, Closure/Reopen** buttons to update those specific sections of the application. Refer to the previous instructions in this guide for specifics.



APPENDIX

APPENDIX I

Adding Individuals to the Child Care Provider Portal

This module allows child care providers to enter current and prospective employees and household members for background check purposes.

Individuals

Select Staff to Attach to COVID-19 Payments Request 

If a staff member is not listed below, access the Individuals link in the right-side sandwich menu to add the staff member onto your Individual list.

Common Details

Funding Period: June 2021
Grantee Name: Licensed, Lisa

Individuals

Name	Role(s)	Employment Period	
Cheese Z Cake	Kitchen Staff, Teacher - Assistant	08/28/19	Select ▶
Ice Cream Cake	Applicant/Licensee, Administrator		Select ▶
Pound C Cake	Teacher - Assistant, Kitchen Staff	09/16/19	Select ▶
Chocolate Cakes	Applicant/Licensee	04/28/16	Select ▶
German Chocolate	Director		Select ▶
Suzy Cupcakes	Teacher - Assistant	09/16/19	Select ▶
Devil Food	Kitchen Staff, Teacher - Assistant		Select ▶
Mia Gg	Facilities Staff	02/03/20	Select ▶
Marble C Mixture	Teacher - Lead, Teacher - Assistant	07/01/18	Select ▶
Maribel C Oso	Teacher - Lead	08/29/18	Select ▶

 **Staff List**

If you do not see an individual who worked on your staff during the funding period, you must add them through this module if you want them to be considered for funding.

Individuals will not be able to be attached until they have a background check request on file.

Follow the link below to download the latest **Child Care Provider Portal (CCPP) User Guide**.



<https://dcf.wisconsin.gov/files/publications/pdf/5221.pdf>